## **Instructions: How to Initiate Post Allowance**

For more information, forms and worksheets on Post Allowance, please visit Civilian Human Resources Office (CHRO) US Labor and Employee Relations (LER) website:

https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/G-1/Civilian-Human-Resources-Office/US/US-Employee-Labor-Relations-and-Benefits/

### A. When to Initiate Post Allowance

This instruction only applies when you **initially** start your assignment with us.

## Self-Sponsor without Living Quarters Allowance (LQA)

**Military Spouse Employee** 

## Federal Civilian Employee's Dependent Employee

Post Allowance will start on your Entry on Duty (EOD) date. (The date in Box 4 on your SF-50.) Request to initiate your post allowance claim within the first week of your start date.

### **Self-Sponsor with Living Quarters Allowance (LQA)**

Post Allowance will start together with LQA. (Same date as LQA initiation date.) Request to initiate your Post Allowance when you request LQA initiation. (See LQA and Post Allowance Initiation Instruction under LQA section on CHRO LER website.)

### **B.** Family Size for Post Allowance

#### **Self-Sponsor with or without LQA**

Claim yourself and all authorized dependents who are living together with you.

### **Military Spouse Employee**

Claim only yourself.

#### Federal Civilian Employee's Dependent Employee

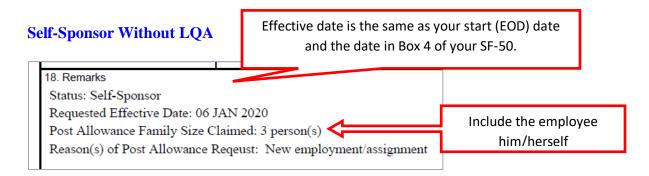
Option 1: Dependent employee do not claim his/her own Post Allowance. Sponsor employee who is a Federal Civilian employee claims all family member(s).

Option 2: Dependent employee claims his/her own Post Allowance. Sponsor employee who is a Federal Civilian employee needs to reduce claimed number of family size by 1 on his/her Post Allowance.

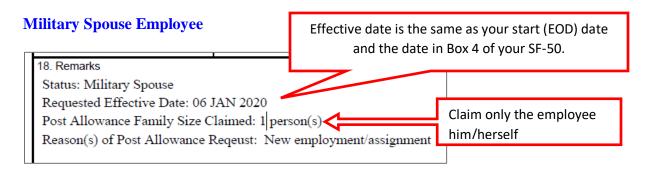
#### C. Instructions to Fill Out Your SF-1190

- 1. Enter all information required on page 1.
- 2. In Section 18 on page 1, enter your status, requested effective date of your Post Allowance, and the number of family member you are claiming for Post Allowance.

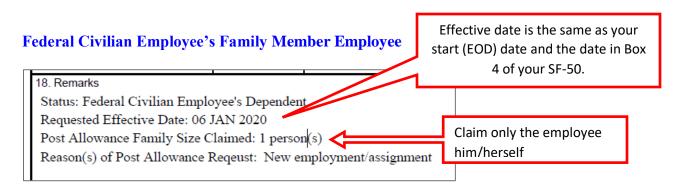
## **Instructions: How to Initiate Post Allowance**



If your spouse is also a self-sponsored Federal Civilian employee and receiving Post Allowance, you may not claim your spouse on your Post Allowance.



Employee can claim him/herself only.



If your spouse who is a Federal Civilian employee claims your Post Allowance, you will not claim your own Post Allowance. (no need to initiate your Post Allowance.)

If you decide to claim your own Post Allowance (example above), you claim only your own Post Allowance and your spouse who is a Federal Civilian employee need to reduce his/her Post Allowance by 1.

- 2. On page 2, enter your name (Last, First and Middle Initial) in Section 19.
- 3. Enter your social security number in Section 20.

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# **Instructions: How to Initiate Post Allowance**

4. On page 2, in "Section 21a. Payments", check the box to the left of "PA – Post Allowance – (DSSR 220)".

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21a. Payments [Check box(es). For calculations see DSSR chapter exhibits.]							
TQSA - Temporary Quarters Subsistence Allowance - (DSSR 120)			SSR 120)				
		Advanced	Beg. Date (mm-dd-yyyy)	) End Date (mm-dd-yyyy)			
		Biweekly	Beg. Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)			
		Lump Sum (upon completion)					
		LQA - Living Quarters Allowan	ce (DSSR 130) []	Repair Allowance (DSSR 137) [ ]			
		EQA - Extraordinary Quarters Allowance (DSSR 138) [ ]					
	×	X A - Post Allowance - (DSSR 220)					
		fransfer Allowance: Foreign (		ome Service (DSSR 250)			

5. Sign and date in Block 24.

understand that I am obligated to notify the authorizing o and/or differential authorized herein. I also understand the penalties (including fines and imprisonment) under 18 U.	tion given on this application is true and correct to the best of my knowledge and belief. I also ffice immediately of any change in conditions which may affect the amount of allowances nat false statements made to the United States on this form may subject me to criminal S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties
payable immediately.  Employee's Signature:	Date (mm-dd-yyyy)

6. Save the completed SF-1190 in the following format:

PA SF1190 – Last Name, First Name MI Example: PA SF1190 – McFly, Marty A

- D. Required Documents to Submit for your Post Allowance Initiation to CHRO LER
  - 1. Completed and signed SF-1190
  - 2. Signed Post Allowance Statement of Understanding
  - 3. Supporting Document(s)

**Self-Sponsor without LQA Military Spouse Employee** 

☐ SF-50 which shows your overseas assignment EOD

#### Federal Civilian Employee's Dependent Employee

SF-50 which shows your overseas assignment EOD Spouse's LES showing that number of claimed family member is decreased
by 1

- ☐ Signed SF-1190 from spouse's HR office showing that number of family member claimed on your spouse's Post Allowance and effective date.
- E. Submit Your Post Allowance Initiation Documents to CHRO LER by email to:

mcipac\_chro\_usemplrel@usmc.mil GAL name: "CHRO US Employee Relations"